COMM 3342: Intermediate Media Production (Summer I 2026)

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Office Hours: Fridays 1:00 PM – 6:00 PM or by appointment (via Blackboard)

Course Information

CRN: 31642
Dates: June 9 – July 6
Class Time:
Tuesday & Thursday, 11:40 AM – 4:10 PM

Location:
Cotton Memorial Building, Room 306

This is an intermediate narrative filmmaking course focused on short-form storytelling. Each class session functions as a production day designed to create a dynamic, engaging, and collaborative learning environment. Students will focus on shooting narrative digital film scenes and applying theory through hands-on production work.

Production Process

Students will learn and apply the five stages of shooting a scene:

1. **Block** – Actors walk through the scene; positions and shots are established.
2. **Light** – Set lighting and camera placement (focus on natural light).
3. **Rehearse** – Complete run-through with full crew and actors.
4. **Tweak** – Final adjustments to performance, lighting, and framing.
5. **Shoot** – Execute takes and complete coverage.

Course Focus

- Hands-on, production-intensive learning
- Real-world crew collaboration
- Training in multiple production roles
- Development of professional set workflow
- Production Assistant (PA) training

Text & Materials

- Course readings provided on Blackboard
- Active UTEP email account
- OneDrive access
- Portable external hard drive (minimum 500GB)

Course Objectives

- Understand below-the-line production roles
- Analyze production departments
- Develop narrative production workflows
- Design natural lighting strategies
- Collaborate effectively in production teams

Learning Outcomes

- Perform as a PA across departments
- Work with cast and crew
- Apply narrative filmmaking techniques
- Explore creative camera and sound methods
- Solve production challenges using cinematic approaches

Grading Scale

Average	Letter Grade
90–100	A
80–89	B
70–79	C
60–69	D
0–59	F
Withdrawn	W

Production Day Grading Criteria

Each production/post day = **10 points** (6 total sessions = 60 points)

Performance levels:

- **8–10 (Excellent):** Strong conceptual, creative, and technical execution; clear communication; professional readiness
- **6–7 (Satisfactory):** Inconsistent strengths; partial success in execution or concept
- **4–5 (Developing):** Limited success across multiple areas
- **3 or below (Unsatisfactory):** Lack of competency, preparation, and engagemen

Course Evaluation Breakdown

- Production/Post Days: 60 points
- PA Training Manual: 20 points
- **Texas Film PA Pocket Guide Quiz: 10 Points**
- Final Film: 10 points

Total: 100 points

Evaluation also considers:

- Participation
- Attendance
- Professionalism
- Assignments and quizzes

Production Roles

Students will rotate through roles such as:

- 1st Assistant Director (1st AD)
- Key PA
- Script Supervisor / Art Director / Production Designer
- Director of Photography (DP) / Camera Operator
- 1st AC / 2nd AC
- Sound Mixer / Boom Operator
- Gaffer / Grip positions
- Background and walkie PAs
- Documentary/BTS operator

Assignments

- Attend lectures and production days
- Complete assigned production responsibilities
- Participate in discussions
- Complete quizzes and training materials

Blackboard

Blackboard will be used for:

- Announcements
- Grades
- Course materials

Students should check Blackboard daily.

Instructor Policies

Participation and Collaboration

Active participation is essential. Students are expected to:

- Contribute constructive feedback
- Work collaboratively
- Communicate professionally
- Be accountable for their role

Attendance Policy

- Attendance is mandatory
- Late or early departure =**–5 points**
- Absence =**–10 points**
- More than 15 minutes late = counted absent

Excused absences require documentation.

Drop Policy

The instructor may drop students who:

- Miss 3 consecutive classes without communication
- Fail to complete major assignments
- Demonstrate excessive absence

Students are responsible for communicating issues and tracking deadlines.

Class Conduct

- Respect instructor, peers, and guest speakers
- No disruptive technology use

- Maintain a professional environment

The classroom is a respectful, inclusive space for all ideas.

Disruptive Behavior Includes

- Arriving late
- Lack of materials
- Phone/laptop misuse
- Talking during production
- Plagiarism or misrepresentation of work

Academic Integrity

All work must be original.
Plagiarism or cheating may result in:

- Failing grade on assignment
- Course failure
- Removal from course

Safety Policy (Production Work)

Students must follow safety protocols during filming, especially for:

- Driving scenes
- Water, heights, or stunts
- Fire, weapons, or hazardous activities

Requirements:

- Submit a detailed safety plan for risky productions
- Follow all laws and university policies
- Use qualified professionals when needed

Failure to comply will result in a failing grade and loss of facility access.